



## CART VENDOR LICENSE CHECKLIST

\*\*\*PLEASE NOTE THAT APPLICATIONS SUBMITTED WITHOUT THE ITEMS BELOW WILL NOT BE REVIEWED.

- \_\_\_ 1. **PRIOR TO REGISTRATION**, APPLICANT IS RESPONSIBLE FOR SCHEDULING THE **MARION COUNTY HEALTH INSPECTION** FOR EACH CART & COMMISSARY. CALL 317-221-2222 FOR MORE INFORMATION.
- \_\_\_ 2. COMPLETE **APPLICATION**. INCLUDE DIMENSIONS OF ALL CARTS (DEPTH, HEIGHT, & WIDTH).
- \_\_\_ 3. PROVIDE **THREE PHOTOS OF EACH CART**: FRONT, BACK AND SIDE.
- \_\_\_ 4. PROVIDE **TWO PASSPORT SIZEd PHOTOS** OF THE APPLICANT AND EACH EMPLOYEE WORKING THE CART NOT LARGER THAN 2" x 2".
- \_\_\_ 5. PROVIDE A COPY OF THE **INSURANCE POLICY** THAT HOLDS HARMLESS THE CITY FOR LOSS OF EXPENSES ARISING OUT OF OPERATING CARTS; \$100,000/\$300,000 PERSONAL INJURY \$25,000/\$50,000 PROPERTY DAMAGE. THE CITY OF INDIANAPOLIS MUST BE LISTED AS **ADDITIONAL INSURED** ON THE POLICY.
- \_\_\_ 6. **LICENSE FEE** IS \$99.00 PER CART.
- \_\_\_ 7. **AFTER REGISTRATION**, APPLICANT IS RESPONSIBLE FOR SCHEDULING THE **DCE INSPECTION** FOR EACH CART. (CONTACT DCE AT 317-327-4316 FOR INFORMATION).
- \_\_\_ 8. **CART ZONE DRAWING FEE** OF \$40.00 TO BE PAID BEFORE SEPTEMBER 1 FOR EACH LICENSED CART

THE LICENSE EXPIRES DECEMBER 31<sup>ST</sup> OF EACH YEAR.

### **DEPARTMENT OF CODE ENFORCEMENT**

1200 Madison Ave., Ste. 100 | Indianapolis, IN 46225 | Phone: (317) 327-8700 | [www.indy.gov/dce](http://www.indy.gov/dce)  
Fax Numbers: Building - 327-8475 | Business Licensing - 327-0817 | Contractor Licensing - 327-8401  
Crafts - 327-5397 | Infrastructure/Right of Way - 327-3125 | Permits - 327-5174 | Zoning - 327-8696